

## **NORTHWEST SAN PEDRO NEIGHBORHOOD COUNCIL 2018 SELECTION PROCESS**

### **Voting Process**

The NC shall use a ballot style selection process for their permanent Governing Board. Numbered ballots shall be used and voters will be required to sign for a specific ballot number. The election shall be administered by a Neutral Third Party (NTP) who shall have the discretion to enact any procedures necessary to conduct the selection process so long as the procedures do not conflict with the bylaws.

### **Candidate Forum**

The NC shall hold at least one candidate forum. Each qualified candidate shall have two (2) minutes to make a statement and two (2) minutes to answer any questions. The candidates for each seat shall speak in alphabetical order of their last names. The NC shall ensure an equal amount of time is allocated for each candidate.

### **Vote Counting and Terms**

Votes shall be counted openly under the supervision of the NTP. The number of votes shall be marked on a tally sheet with all the candidates' names by seat. The candidate with the most votes for each seat shall be selected for that seat for a 3 year term ending in 2021. In the event that there are two open seats in the same category, the highest vote getter will receive the three-year term and the second highest vote getter will receive the one-year term.

### **Tie Breakers**

If two (2) candidates receive the same number of votes, a coin toss by the NTP shall determine the winner. If three (3) or more candidates receive the same number of votes, the tie will be resolved by placing the same number of slips of paper into a paper bag as the number of candidates who are tied. One of the slips will contain a black mark. The tied candidates will be asked to pull a slip out of the bag according to the alphabetical order of their last names. The candidate who pulls the slip with the black mark from the bag will be named the winner. Tie breakers will be conducted by the NTP

### **Candidate Application –**

Candidates may apply on an application developed by the Board, which, at a minimum, will require the applicant's name, address, age, contact information, how they qualify for the Board and an optional candidate statement. The application may be submitted on-line, mailed, or personally delivered. The application should note that the information on the application is public information. The

Board shall designate a person(s) who will receive the application and who shall send a written acknowledgement via email to the candidates within one (1) day after receiving the application. This acknowledgment shall include the date of the Candidate Forum, date of the selection, the selection process, general candidate outreach information and any other procedures necessary for the selection. The Board shall provide the same information and shall provide the same filing period for all candidates.

Within two (2) days of the candidate application deadline, all candidate applications shall be given to the NTP. The NTP shall have ten (10) days after the candidate application deadline to determine which candidates are qualified for the Board, including time to request additional information if needed for verification.

#### Board Affirmation –

If the NTP determines that all the Board seats are uncontested, i.e. have only one or no candidates, after the candidate verification period, the NTP will hold a Town Hall style Board Affirmation at its next regularly scheduled meeting. In accordance with the bylaws, each candidate must receive a majority of the votes cast in order to be elected.

Outreach for Candidates – The NC shall conduct outreach for candidates as described in its Outreach Plan for a period of no less than thirty (30) days.

Selection Voting Outreach – At least twenty (20) days prior to the selection, information about the town hall selection process and the candidates shall be posted on the NC posting locations. The Board and candidates will conduct outreach throughout the NC boundaries about the town hall to encourage stakeholders to participate in the Board selection.

#### Vacancies –

In the case of Board seats remaining unfilled at the end of the selection process, the selected Board members shall fill the vacancies pursuant to the vacancy clause in the Bylaws. If after the selection, there is less than a quorum of the Board, then the Board shall follow the Loss of Quorum policy enacted by the Board of Neighborhood Commissioners.

#### Challenges –

Challenges will be reviewed by a committee set up by the Neighborhood Council composed of board members and/or stakeholders who are not running in the selection. All challenges shall be reviewed by the committee within thirty (30) days. The committee findings will be sent to the Department of Neighborhood Empowerment for final review and acceptance.